

Plymouth Joint School District  
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## **ANNUAL NOTIFICATION OF RIGHTS - IMPORTANT, PLEASE READ**

As required by law, the Plymouth School District annually notifies community members of the School District Policies and Procedures related to:

### **SCHOOL PERFORMANCE REPORT Board Policy 2700.01**

Each school board shall, upon request, distribute to the parent or guardian a copy of the report. The data will be from the previous school year. If you have access to a computer, the data provided in the School District Performance Report is found through a link on the school district website at [www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us). You will not need to request a copy of the report if you choose to view the School Performance Report via the school district website. To request a copy of the report, please contact Dan Mella in the District Office at 920-892-2661, Ext. 1002.

### **STUDENT ASSESSMENTS**

The Wisconsin Department of Public Instruction (DPI) generates accountability report cards for schools / districts based on state assessments. Assessment schedule and associated information can be located on the DPI website at <https://dpi.wi.gov/assessment>. Parents may request additional information regarding any state or local policy regarding student participation in any assessments mandated by law and by the district.

### **ACADEMIC & CAREER PLANNING**

Information regarding PSD compliance with PI 26.03(1)(b)1 related to academic and career planning services can be found on the district website under the counseling tab at: [plymouth.k12.wi.us](http://plymouth.k12.wi.us).

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS – Board Policy 2260.02**

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following: • Placement and reason why their child was identified as LEP • Child's academic achievement level and level of English proficiency (including method of measurement) • The methods used for language instruction • How the language program will meet the child's instructional needs • How the program will help the child to learn English and meet the academic standards for promotion or graduation • The exit requirements for the language program • An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program - ESEA, Wis. Stats. § 115.96(2)

### **RECRUITER ACCESS TO STUDENTS/RECORDS**

Districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' name,

addresses and telephone listings unless access to such information has been restricted by an opt-out decision. Students age 18 or above or the parent of a student under 18 may submit a written request to the district that the student's information not be released to military recruiters or institutions of higher education without prior written parental consent.

#### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING – Board Policy 7440.01**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The District Administrator is responsible for authorizing where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

#### **ASBESTOS NOTIFICATION – Board Policy 8431.01**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Plymouth School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in April and October with full re-inspections every three years. For more information please contact Richard Niehueser, Director of Building and Grounds, at 920-892-2661, Ext. 1700.

#### **INDOOR ENVIRONMENTAL QUALITY PLAN – Board Policy 8405**

The Plymouth School District would like to inform staff, students, parents, and the public of the District's **Indoor Environmental Quality (IEQ) Management Plan**. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the District Office, located at 125 Highland Ave. Plymouth, WI 53073.

#### **ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES – Public Release**

Upon request, the Plymouth School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a

legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Anne Gamoke, Director of Student Services, Plymouth School District, at 920-892-2661, Ext. 1024, or by writing her at 125 Highland Avenue, Plymouth, Wisconsin 53073.

**NOTICE OF CHILD FIND ACTIVITY FOR THE SCHOOL DISTRICT OF PLYMOUTH – Public Release**

The Plymouth School District, upon request, will screen any child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Anne Gamoke, Director of Student Services, Plymouth School District, at 920-892-2661, Ext. 1002, or by writing her at Plymouth School District, 125 Highland Avenue, Plymouth, WI 53073.

Annually, the District conducts developmental screening of preschool children in the spring. The information from the screening is also used to determine whether a child should be evaluated for a suspected disability.

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Student records are defined as all records relating to an individual student other than notes or records for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. These personal notes and records become a part of a student's records only when they are used to affect the student's educational experience. The guidance counselor will have primary responsibility for maintaining the confidentiality of all student records. All requests for transfer of student records should be made to the guidance department who will determine whether the inspection or transfer is permitted.

No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the School District of Plymouth.